

BCS = P010354



09-34-570-01

## PERSONNEL OFFICE USE ONLY

EEO Job Categories  
(Nos. a - 1)

STATE of NV Emp.

Date Job Filled

6-8-09

Hired (name):

Connie Campbell

EEO Graph Updated

Station: KENVDepartment: SalesJob Title: Account Executive

Job Slot No.: \_\_\_\_\_

Shift: M-F 8am-5pmAvailable: 4/14/2009

Requirements: (Example - Typing speed, carry equipment, Driver's License) \_\_\_\_\_

See Attached. \_\_\_\_\_

Present Salary Range: \$ 20% Comr per month or hour (Not Posted)Previous Employee's Salary: \$ 20% Comr per month or hour (Starting)

Carolyn Swales  
(Employee's Name)

\$ 20% Comr per month or hour (Final)EEO Referral Sources to Contact: Free Resources

(IF REFERRAL SOURCES ARE NOT FREE, AN APPROVED PURCHASE ORDER IS REQUIRED TO POST.)

SUBMITTED BY:

(Please print)

TERRY HERTZ  
Department Head / Contact

Date

4/14/09

APPROVED BY:

(Please sign)

[Signature]  
Station Manager or President

Date

4/20/09



## JOB OPPORTUNITIES

Location: KENV-TV, Channel 10, Elko, Nevada

Position: **Account Executive**

Shift: 8:00 AM - 5:00 PM (Monday - Friday)

Typical Duties: Generate new advertising revenue for station and internet products;  
Maintain and service existing accounts;  
Monitor schedules placed with station to insure proper schedules;  
Develop proposals for clients to aid them in maximizing the utility of their TV dollars;  
Review and update special programming materials to insure potential advertisers are made aware of upcoming events;  
Write copy, prepare and produce creative commercials for direct accounts;  
Project sales figures on a monthly basis;  
Responsible for collection of individual account billing; and  
Perform other tasks related to the position as assigned.

Requirements: Sales experience;  
Media knowledge helpful; Team Player;  
Ability to carry computer and television equipment;  
Valid driver's license, insurance, and have a dependable vehicle;  
Maintain a contact telephone; and Clean DMV Report printout and  
Pass pre-employment drug testing required.

Job Available: Immediately

Contact: Human Resources  
Ruby Mountain Broadcasting  
1025 Chilton Circle  
Elko, Nevada 89801  
(702) 777-8500

**RUBY MOUNTAIN BROADCASTING COMPANY  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**This employer does not discriminate on the basis of  
sex, age, race, color, religion, disability,  
national origin, marital or veteran's status.**

Date Posted: 4/22/09

\\jobs\\jobslot.514



***KENV TV 10, ELKO NV***  
***Job Opportunities***

	Date Posted	Dept	Job Reference Number
Account Executive	04/22/09	570	09-34-570-01



## Please Confirm Job Vacancy Information

<b>Job ID:</b>	<b>010354</b>
<b>Date Submitted:</b>	<b>03/11/2010</b>
<b>Original Post Date:</b>	<b>2009-04-22</b>
<b>Actual Job Title:</b>	<b>Account Executive</b>
<b>Department:</b>	<b>Sales</b>
<b>FCC Job Category:</b>	<b>Sales Workers</b>
<b>Compensation:</b>	<b>Commission per year</b>
<b>Employment Type:</b>	<b>30 or more hours per week</b>
<b>Hours/Shifts:</b>	<b>Mon-Fri 8:00am-5:00pm</b>
<b>Education:</b>	
<b>Experience:</b>	
<b>Job Description:</b>	<b>Generate new advertising revenue for station and internet products; Maintain and service existing accounts; Monitor schedules placed with station to insure proper schedules; Develop proposals for clients to aid them in maximizing the utility of their TV dollars; Review and update special programming materials to insure potential advertisers are made aware of upcoming events; Write copy, prepare and produce creative commercials for direct accounts; Project sales figures on a monthly basis; Responsible for collection of individual account billing; and Perform other tasks related to the position as assigned.</b>
<b>Requirements:</b>	<b>Sales experience; Media knowledge helpful; Team Player; Ability to carry computer and television equipment; Valid driver's license, insurance, and have a dependable vehicle; Maintain a contact telephone; and Clean DMV Report printout and Pass pre-employment drug testing required.</b>
<b>Benefits:</b>	
<b>Date Job Available:</b>	<b>4/22/09</b>
<b>Contact's First Name:</b>	<b>Terry</b>
<b>Contact's Last Name:</b>	<b>Hritz</b>
<b>Fax:</b>	<b>775-777-7758</b>
<b>E-mail Address:</b>	<b>1025 Chilton Circle Elko, NV 89801</b>

**Other  
Outreach:**

**Sunbelt Communications Group Stations KVBC, KRNV, KENV, KYMA, KCWY, KTVH, KPVI, KXTF=Job Boards  
\_JOBPOSTINGS@kvbc.com 1500 Foremaster Lane Las Vegas, NV 89101 702-642-3333 California Chicano News Media Association School of Journalism Attn: Sylvia Wells 3800 S. Figueroa Street Los Angeles, CA 90037-1206 213-437-4408 Fax: 213-437-4423 Great Basin College Pat Collins Berg Hall 1500 College Parkway Elko, NV 89801 775-738-8493 Fax: 775-738-8771 KRNV TV Promo Ryan Coleman 1790 Vassar Street Reno, NV 89502 Medialine Mark Shilstone medialine@medialine.com P O Box 51909 Pacific Grove, CA 93950 800-237-8073 Nevada Broadcasters Association Earlene Lefler 1050 East Flamingo #S-102 Las Vegas, NV 89119 702-794-4994 Fax: 702-794-4997 State of Nevada Employment and Training Job Order Placement 172 6th Street Elko, NV 89801 Fax: 775-753-7212 State of Nevada Employment and Training Attn: Virginia 4001 South Virginia Street Suite H Reno, NV 89502 775-284-7566 Fax: 775-688-1279**

**For which station(s) are you advertising this job?  
KENV**

☐ **I have verified the information and I'm now ready to store the job posting.**

submit new job

edit

Station(s): KENV-TV

Job Resources for (job ID): P010354

Agency Name	Contact Name	Address1	City	State	Zip	Phone	Fax	HC	RN	RI
GREAT BASIN COLLEGE	Unknown	1500 College Parkway - Elko, Nevada 89801				775-738-8493			N	0
JOBING.COM	Jobing.com	Unknown				Unknown			N	0
KENV WEBSITE	Terry Hritz	1025 Chilton Circle Elko, NV 89801				775-777-8500			N	0
SELF	Self	Unknown				7753978688			N	0
STATE OF NV UNEMPLOYMENT OFFICE	Virginia	4001 South Virginia Street #H Reno, NV 89502				775-284-7566 Fax			N	0
WORD OF MOUTH	Unknown	Unknown				Unknown			N	0
Total Resources: 6										



## WALKER, CARRIE

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**From:** WALKER, CARRIE  
**Sent:** Wednesday, April 22, 2009 11:32 AM  
**To:** \_JOB POSTINGS; HRITZ, TERRY; asimpson@kenvtv.com; Great Basin College (keitha@gbcnv.edu); (businessservices@nvdetr.org); Mark Shilstone (Medialine) (medialine@medialine.com); NAB Earlene Lefler (Earlenelefler@yahoo.com); Sylvia Wells (ccnmainfo@ccnma.org); State of NV Employment (TGOXLEY@nvdetr.org); COLEMAN, RYAN; STROW, KIMBERLY  
**Subject:** KENV Account Executive posting  
**Attachments:** KENV Account Executive 04 22 09.doc; KENV Postings.xls

Please post the attached KENV Account Executive position in your posting area.

Thank you,

*Carrie Walker*

KRNV Business Manager  
1790 Vassar Street  
Reno, NV 89502  
775-322-4444 Ex 1207



April 22, 2009

Via FAX 213-437-4423

California Chicano News Media Association  
School of Journalism  
Attn: Sylvia Wells  
3800 S Figueroa Street  
Los Angeles, CA 90037-1206  
213-437-4408

RE: Job Opportunities for **KENV Account Executive**

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker  
Business Manager



# HP Color LaserJet 2840

KRNV  
17757851208  
Apr-22-2009 16:33

## Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
1056	4/22/2009	16:31:34	Send	12134374423	1:29	3	OK



April 22, 2009

Via FAX 213-437-4423

California Chicano News Media Association  
School of Journalism  
Attn: Sylvia Wells  
3800 S Figueroa Street  
Los Angeles, CA 90037-1206  
213-437-4408

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Sincerely,

Carrie Walker  
Business Manager



April 22, 2009

FAX 775-753-2311

**Great Basin College**  
**Attn: Tammy**  
**901 Elm Street**  
**Elko, NV 89801**  
**775-738-8493**

RE: Job Opportunities for **KENV Account Executive**

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

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Sincerely,

Carrie Walker  
Business Manager

# HP Color LaserJet 2840

KRNV  
17757851208  
Apr-22-2009 16:22

## Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
1054	4/22/2009	16:21:36	Send	17757532311	1:07	3	OK



April 22, 2009

FAX 775-753-2311

Great Basin College  
Attn: Tammy  
901 Elm Street  
Elko, NV 89801  
775-738-8493

RE: Job Opportunities for **KENV Account Executive**

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Sincerely,

Carrie Walker  
Business Manager



April 22, 2009

via Fax 775-753-7212

State of Nevada Dept of Employment  
Job Order Placement  
172 6<sup>th</sup> Street  
Elko, NV 89801

RE: Job Opportunities for **KENV Account Executive**

Attn Job Order Placement Representative

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

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Sincerely,

Carrie Walker  
Business Manager



# HP Color LaserJet 2840

KRNV  
17757851208  
Apr-22-2009 16:29

## Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
1055	4/22/2009	16:29:02	Send	17757537212	0:50	3	OK



April 22, 2009

via Fax 775-753-7212

State of Nevada Dept of Employment  
Job Order Placement  
172 6<sup>th</sup> Street  
Elko, NV 89801

RE: Job Opportunities for **KENV Account Executive**

Attn Job Order Placement Representative

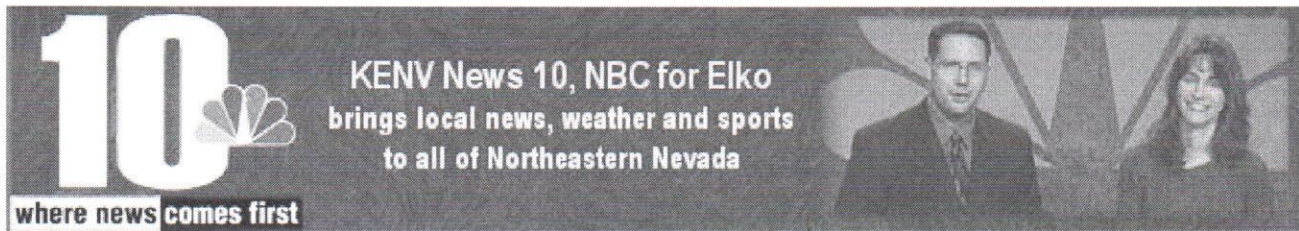
Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

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Sincerely,

Carrie Walker  
Business Manager



- HOME
- VIDEO NEWSCASTS
- LOCAL POLITICS
- ARCHIVED VIDEO
- WEATHER
- PREP SPORTS
- ELKO NEWSMAKERS
- COMMUNITY EVENTS
- COMMUNITY LINKS
- PROGRAMMING
- EMPLOYMENT
- ADVERTISE WITH US
- WATCH NEWS 10
- CONTACT/ABOUT US

NBC Links:



**KENV News 10, NBC for Elko.**  
**Your home for NBC and local news.**  
 The ONLY local TV station serving Northeastern Nevada.

**RUBY MOUNTAIN BROADCASTING COMPANY**  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**  
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 national origin, marital or veteran's status.

## EMPLOYMENT OPPORTUNITIES

### Account Executive

Shift: 8:00 AM - 5:00 PM (Monday - Friday)

Typical Duties: Generate new advertising revenue;  
 Maintain and service existing accounts;  
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 their TV dollars;  
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 advertisers are made aware of upcoming events;  
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 Project sales figures on a monthly basis;  
 Responsible for collection of individual account billing; and  
 Perform other tasks related to the position as assigned.  
 Requirements: Sales experience;  
 Media knowledge helpful;  
 Ability to carry computer and television equipment when necessary;  
 Valid driver's license, insurance, and have a dependable vehicle;  
 Maintain a contact telephone; and Clean DMV Report printout and Pass pre-  
 employment drug testing required.

Job Available: Immediately

Contact: Terry Hritz, Operations Manager  
 Ruby Mountain Broadcasting  
 1025 Chilton Circle  
 Elko, Nevada 89801  
 (775) 777-8500

\*\*\*\*You can download a application by clicking on the PDF file at the bottom of  
 this page

**RUBY MOUNTAIN BROADCASTING COMPANY**  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This employer does not discriminate on the basis of  
 sex, age, race, color, religion, disability,  
 national origin, marital or veteran's status.

**[Click here for  
Sunbelt Employment Application \[PDF File\]](#)**

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Ruby Mountain Broadcasting  
A Sunbelt Communications Subsidiary  
Website design by: K Schoppe-Hine



1/1/2006

# SUNBELT COMMUNICATIONS COMPANY

## HIRE AUTHORIZATION

FAXED  
KENV  
4/3/09

STATION: KENV DEPARTMENT: SalesPOSITION: Account ExecutiveSTATUS: F/T P/T  
(Circle One)

## RECRUITMENT EFFORTS (CONTACTS):

- (1) Company-wide Posting
- (2) KENV Web Site
- (3) TV Jobs
- (4) State of Nevada Employment Department
- (5) A2N2 (Sales positions only)
- (6) California Chicano News Media Assoc. School of Journalism
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

## INTERVIEWEES:

Referral Source (list each name, log number, date interviewed and recruitment source)

Name	Log No.	Date Interviewed	Recruitment Source
<u>Connie Campbell</u>	<u>034-09-1004</u>	<u>5/29/09</u>	<u>employment office</u>
<u>Susan Melcher</u>	<u>034-09-1001</u>	<u>5/29/09</u>	<u>employment office</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2 TOTAL INTERVIEWS



**HIRE AUTHORIZATION**

Position: Account Executive Station KENV  
Candidate Hired: Connie Campbell

**RESULT/SYNOPSIS (why you chose this candidate; must be completed):**

I chose Connie for her past sales ability, her  
relationships in the community along  
with her community involvement.

**Referral Source (how they heard about job)**

Selected: Nevada Job Council  
(Referral source)

**Name**

Connie Campbell  
(Candidate hired)

Start Date: TBD

Replacing: Candyn Swafford

**APPROVED BY:**

[Signature]  
President

DATE: 6/3/09

CATALOG NUMBER	APP		Applicant's Name	Resume or App	Resource	Applying for Specific Position	Dept App Forwarded To	Phone
	Date							
034-09-1003	5/13/09		Martin, June	<input checked="" type="checkbox"/> A	Great Basin CC	Account Executive	Hritz	(775) 777-8875
034-09-1005	5/28/09		Burke, Jason	<input checked="" type="checkbox"/> R	Jobing.com	Account Executive	Hritz	(978) 435-1904
034-09-1006	5/28/09		Marion, Timothy	<input checked="" type="checkbox"/> R	Jobing.com	Account Executive	Hritz	(480) 283-9640
034-09-1008	7/21/09		Grange, James	<input checked="" type="checkbox"/> R	Self	Account Executive	Hritz	(775) 397-8688
034-09-1004	5/27/09		Campbell, Connie	<input checked="" type="checkbox"/> R	State of Nevada	Account Executive	Hritz	(775) 774-4570
034-09-1001	5/4/09		Melcher, Susan	<input checked="" type="checkbox"/> A	State of Nevada	Account Executive	Hritz	(775) 934-8625
034-09-1007	5/29/09		Mokanson, Talie	<input checked="" type="checkbox"/> R	Website	Account Executive	Hritz	(775) 738-0495
034-09-1002	5/5/09		Casey, Mike	<input checked="" type="checkbox"/> R	Word of mouth	Account Executive	Hritz	(775) 229-5755

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